

Job Description



Job Title:	Head of Dance
Reports to:	Head of Musical Theatre
Contract:	Freelance/Part-Time (avg. 3 days per week)
Salary:	Competitive rates
Responsible for:	Teaching and managing the successful delivery of dance disciplines.

About the ICMT

The International College of Musical Theatre (the ICMT) is a vibrant and successful performing arts institution delivering practical-based, UK conservatoire musical theatre training across Degree, Diploma, and Professional Development courses. Our training is derived from current best practices and rigorously designed to hone and expand a student's existing skillset in a safe and nurturing environment. We pride ourselves on utilising a faculty of current performers, creatives, and leading practitioners in their respective fields to deliver an intensive vocational course. Graduates leave as well-rounded and detailed performers armed with the technical, practical, and creative expertise required to succeed in today's professional industry.

Key Responsibilities:

- To teach a minimum of 12.5 hours per week across 1 or more disciplines.
- To manage the departmental schemes of work, ensuring that training is appropriate and meets the needs of the validating bodies.
- To monitor the schemes of work and identify areas for development.
- To monitor and record student progress.
- Streaming and monitoring dance sets.
- Delivering Body Conditioning classes in support of technical dance training if required within a given term.
- To oversee and/or arrange suitable cover for dance staff.
- To source weekly visiting choreographers for Audition Dance ensuring different styles and genres are met.
- Answering emails from prospective teachers.
- To conduct relevant administrative duties in support of the role and department.
- To conduct staff observations and monitor teaching to ensure best practice is delivered.
- To supervise the use and care of rooms assigned to dance.
- Protect and promote the welfare of students and maintain a safe and nurturing environment.
- Support and maintain communication with the Head of Musical Theatre.
- To maintain effective discipline by implementing the college's policies and procedures.
- Attend meetings and training where necessary.
- Comply with the college's policies and procedures, ensuring inclusion and equality of opportunity.

- Ensure that health and safety issues are adequately understood and that procedures are followed effectively and consistently.
- Leading or assisting in assessments for all disciplines and supplying marks and feedback.
- To promote and represent the department and college as necessary and appropriate.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to at least undergraduate level. 	<ul style="list-style-type: none"> • A teaching qualification • Diploma or certificates of learning from courses/training
Knowledge	<ul style="list-style-type: none"> • A firm knowledge of western musical theatre dance techniques and practices • Detailed understanding of classical ballet and technical jazz • A good knowledge of tap • Extensive knowledge of the performing arts business • A good knowledge of anatomy • A firm knowledge of nutrition and of maintaining a healthy body and mind 	<ul style="list-style-type: none"> • Working knowledge of current dance trends • Knowledge of ISTD
Skills	<ul style="list-style-type: none"> • Strong Ballet ability, able to demonstrate core barre and floor work • Strong jazz ability, able to demonstrate key corner work and combinations • Ability to develop a curriculum and teaching strategies to maximise learning outcomes • Able to produce lesson plans that adhere to the curriculum • Ability to adapt teaching styles to suit the needs of individual students • Ability to identify and solve dance-related problems and injuries 	<ul style="list-style-type: none"> • Ability to choreograph a wide range of musical theatre repertoire • To encourage imaginative and varied teaching approaches through personal example
Experience	<ul style="list-style-type: none"> • Prior teaching experience at professional, FE, or undergraduate level • Professional experience in the performing arts industry 	<ul style="list-style-type: none"> • Experience in teaching dance in a vocational performing arts college
Personal Qualities	<ul style="list-style-type: none"> • Ability to work as a team in busy and pressured environments • Ability to communicate effectively, both orally and in writing • Excellent organisational skills • Be able to problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach • Can inspire, motivate, and promote a love of musical theatre and the desire for excellence in our students • Commitment to own professional development • An ability to prioritise and take initiative. 	<ul style="list-style-type: none"> • Computer literate with experience in using Office 365 and its related software. • An awareness of Microsoft Teams.

All Staff are required to:

- Follow the staff code of conduct as detailed in the staff handbook.
- Respect and maintain the confidentiality of data stored in line with GDPR.
- Respect and maintain the confidentiality of all material belonging to the ICMT.
- Commit to the safety, wellbeing and safeguarding of all students.
- Attend relevant training and maintain job-related knowledge through ongoing CPD.
- Be professional, flexible, and cooperative in line with the needs of the post and the college.
- Undertake comparable duties from time to time as requested by their line manager.
- Understand that the ICMT is a busy and complex college. The teaching hours are high, and the intensity of vocational training means that students have little time for private study. Sensitive handling of student workload and pressure is necessary to ensure high-quality learning and teaching.

Lesson content includes:

- Creating and employing warm-ups addressing cardio, stretches, strength, and stamina.
- Ballet technique or jazz technique, or Tap technique.
- Combination and routine work in various styles as demanded within the current musical theatre industry.
- Performance technique and acting through dance.
- Addressing and correcting bad habits, both technically and musically.
- Choreography.
- Developing and instilling presentation skills and rehearsal etiquette.
- Building stamina, resilience, and the ability to audition professionally.
- Maintaining healthy practice.
- Identifying dance concerns or injuries and suggesting suitable exercises and strategies to solve them.
- Providing a safe and nurturing environment where students can learn, make mistakes, and explore to become confident and engaging performers.
- Cool down, summation or learning, setting any homework tasks, preparation, or research.

How to apply

Please send your current CV with a covering letter to jobs@theicmt.com.

All applications will be acknowledged. Late applications may not be considered.

The ICMT is committed to diversity and is an equal opportunities employer. We actively encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.

Closing date: Wednesday 10th August 2022.